



ADULT PROBATION OFFICER 1 or 2

DISTRICT COURT - JOB OPENING # 5167

***Classification & Salary is Based on Experience & Qualifications**

APO 1 - \$24.94 - \$31.44 (hourly)

APO 2 - \$28.15 - \$35.67 (hourly)

35 Hour Work Week

This recruitment is for one full time position.

CLOSING DATE: Application materials must be received in District Court Probation Division by 4:30 p.m., Friday, March 7, 2014



To be considered for this position, applicants must complete and submit a signed Pierce County employment application form (available at www.piercecountywa.org/jobs), current resume and a written response to the supplemental questions included in this job announcement by the closing date directly to:

Pierce County District Court
Probation Division
901 Tacoma Avenue South, Suite 200
Tacoma WA 98402
(253) 798-7595

Resumes without a completed signed application will not be considered. Faxed applications will not be accepted.

NATURE OF WORK

APO 1: This is probation supervision work providing case management for Pierce County District Court. Employees occupying positions in this class are responsible for performing investigative, general counseling and referral activities for adults placed on probation by the court. Work involves discretionary responsibility. Work is performed under general direction and unusual working hours may be required to accomplish tasks. Work is reviewed by an administrative superior through observation, review of casework and correspondence and appraisal of results attained for proficiency, adequacy of professional judgment and compliance with established departmental procedures, practices and goals.

APO 2: This is probation work providing case management for Pierce County District Courts. Employees occupying positions in this class are responsible for performing investigative, general counseling and referral activities for adults placed on probation by the court. Work performed may be of a supervisory nature within the department. Employees of this class may be responsible for case assignment to subordinates and may perform case work for selected serious or complex cases. Work may require some unusual work hours to accomplish assigned tasks. Work is performed under the general supervision of an administrative superior who reviews work for adequacy of professional judgment, compliance with established departmental procedures, practices and goals, and for quality through audits and appraisal of results obtained.

ESSENTIAL FUNCTIONS

APO 1: Assists offenders in the development and implementation of individualized probation plans to meet conditions set by the court. Observes and documents offender appearance and behavior. Conducts criminal record history review and assesses problem areas, including chemical dependency, domestic violence and mental health issues. Learns to and prepares written reports to and/or appear in court regarding the offenders compliance/non-compliance with orders of the court; uses sound judgment in making recommendations to the court. Maintains contact and correspondence with the court, community agencies, offenders, physicians, treatment sources, law enforcement and other applicable interests in order to supervise compliance and progress of cases; maintains comprehensive documentation of contacts, information obtained and actions taken relative to cases. Manages case files, filing and consults with a supervisor regarding the most appropriate disposition of difficult or unusual cases. Learns to conduct pre-sentence investigations and prepare pre-sentence reports on complex and multi-problem cases; identifies problem areas; presents sentencing recommendation to the court.

APO 2: May distribute caseload assignments to probation officers in absence of Probation Services Manager; may supervise daily work of subordinated probation officers and volunteers as directed by administrative staff. Observes and documents offender appearance and behavior. Conducts criminal record history review and assesses problem areas, including chemical dependency, domestic violence and mental illness issues and sexual deviancy issues. Conducts pre-sentence investigations and prepare pre-sentence reports on complex and multi-problem cases; identifies problem areas; presents sentencing recommendation to the court. Develops and implements individual probation plans to meet conditions set by the court, and may assist, when directed by supervisory staff, other probation officers in this function. Supervises offenders with more serious and multiple problems; provides assistance for offenders regarding matters that may affect individual probation plans; provides direction regarding treatment programs. Prepares written reports to and/or appears in court on routine and complex cases of unusually serious consequence; uses sound judgment in making recommendations to the court. Maintains contact and correspondence with the court, community agencies, offenders, physicians, treatment sources, and other applicable interests in order to supervise compliance and progress of cases; maintains comprehensive log of contacts, information obtained and actions taken relative to cases.

MINIMUM RECRUITING REQUIREMENTS TO APPLY

APO 1: A minimum of a bachelor of arts or a bachelor of science degree that provides the necessary education and skills in dealing with complex legal and human issues, as well as competence in making decisions and using discretionary judgment. A course study in sociology, psychology, or criminal justice is preferred. Volunteer and/or work experience is desirable.

APO 2: A minimum of a bachelor of arts or a bachelor of science degree that provides the necessary education and skills in dealing with complex legal and human issues, as well as competence in making decisions and using discretionary judgment. A course study in sociology, psychology, or criminal justice is preferred. Requires three years of investigation or social casework experience, including two years at a level equivalent to an APO 1.

Candidates must have the ability to successfully complete a Pierce County District Court Probation Division background investigation which includes a criminal history check.

***SPECIAL NOTE:** Once hired, attendance and successful completion is required at the Correctional Services Academy, RCW 43-101-220 to retain employment.

SUPPLEMENTAL QUESTIONNAIRE

Resumes will not be accepted as a substitute for the Application and Supplemental Questionnaire.

Instructions: This questionnaire is part of the examination process and is mandatory. On a separate sheet(s) of paper, please answer the following questions completely.

1. Concisely describe your experience with adult offenders who have chemical dependency/substance abuse issues.
2. Briefly outline the dynamics of domestic violence.
3. Describe your case management experience.
4. Please provide detailed information regarding your computer experience, specifically with regard to word processing, data entry or database management.

APPLICATION AND SELECTION PROCESS

This is a competitive selection process. Your responses on the application form and supplemental questionnaire will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the Court's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

The Pierce County District Court Probation Division will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify the District Court at (253) 798-7595 of the accommodation needed, preferably at the time of application, but at least two days prior to the date needed.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Pierce County that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

BENEFITS

VACATION LEAVE: Upon completion of 13 pay cycles (approximately six months) employees receive six days of vacation leave. Vacation accrues at the rate of 12 days per year initially, up to a maximum of 30 days per year.

SICK LEAVE: Employees receive six days of sick leave upon completion of 13 pay cycles (approximately six months). Sick leave is accrued at the rate of one day per month.

HOLIDAYS: Pierce County employees enjoy twelve paid holidays.

MEDICAL COVERAGE: Excellent choices of medical plans which include vision and prescription drug coverage are available for the employee and dependents.

DENTAL COVERAGE: Choice of dental programs which include orthodontic coverage for the employee and dependents.

LIFE INSURANCE: County paid life insurance for all full time/full benefit employees is effective the first day of employment. Additional life insurance is available at the employee's expense.

RETIREMENT: Pierce County employees participate in one of the Washington State Department of Retirement Systems plans. Employees and the County contribute jointly to the plan.

SOCIAL SECURITY AND INDUSTRIAL INSURANCE: Employees are covered by Social Security and the State Industrial Insurance Act.

IN ADDITION: Pierce County offers its employees an Employee Assistance Program which includes legal service access, Deferred Compensation, a Wellness Program, access to a credit union, a child care referral service, commute assistance including transit subsidies, a variety of on-going training programs, direct payroll deposit, payroll deduction for U.S. Savings Bond purchase, a home loan assistance program, access to long term disability insurance, and flexible spending accounts.

PART-TIME EMPLOYEES receive pro-rated benefits.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained herein may be modified and/or revoked without notice.



EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. SIGN AND DATE THE APPLICATION. AN INCOMPLETE APPLICATION MAY AFFECT YOUR ELIGIBILITY OR EXPERIENCE CREDIT.

GENERAL INFORMATION

POSITION FOR WHICH APPLYING: Adult Probation Officer 1 or 2 JOB #:

Last Name First Name Middle Initial

Mailing Address City State Zip

Home Phone Work Phone Cell Phone Email Address

Are you now or have you ever been employed by Pierce County Government? Yes No If yes, complete the following: Job Title Department Dates Employed

Do you have any relatives working for Pierce County Government? Yes No If yes, complete the following: Name(s) Relationship(s) Department(s)

Washington State labor laws restrict some employment from persons under 18 years of age. Are you at least 18 years old? Yes No If no what is your birth date?

Can you perform the essential functions of this job with or without a reasonable accommodation? (See job announcement for essential functions) Yes No

Within the last 10 years if you have been arrested with charges still pending, or convicted, or released from prison, explain below. Crimes which reasonably relate to this job will not necessarily be considered a bar from employment.

Table with 4 columns: Date, Charge, Sentence, Remarks

VETERANS' PREFERENCE/SCORING CRITERIA

Pierce County complies with applicable laws regarding veterans' preference and/or scoring criteria for veterans honorably discharged from active military service. Proof of veteran status will be required to award veterans' preference/scoring criteria.

Are you a veteran with an honorable discharge? Yes No Do you claim veterans' scoring criteria? Yes No If yes, complete the following items: Have you ever obtained employment through the use of veterans' scoring criteria? Yes No If yes, where Are you retired from military service and receiving veterans' retirement payments? Yes No All dates of active duty: From To From To

EDUCATION

Did you graduate from high school or receive a GED certificate? Yes No

Table with 6 columns: Name of college, university, vocational school, Major, Full Years Completed, Title of Degree, Degree Received Yes/No, Credit Hours Earned

Table with 6 columns: Professional Licenses & Certification, Type of License, Issued Yes/No, Issuing State, Number, Expiration Date

EMPLOYMENT HISTORY

LIST YOUR WORK EXPERIENCE FOR AT LEAST THE LAST 10 YEARS INCLUDING SELF-EMPLOYMENT, MILITARY SERVICE, VOLUNTEER WORK AND PERIODS OF UNEMPLOYMENT AND ANY RELATED EXPERIENCE BEYOND 10 YEARS. ATTACH ADDITIONAL SHEETS IF NECESSARY. BE AS COMPLETE AS POSSIBLE IN OUTLINING THE DUTIES OF EACH POSITION. FAILURE TO DO SO MAY AFFECT THE CREDIT YOU RECEIVE FOR EXPERIENCE.

MOST RECENT EXPERIENCE

Employer _____

Address _____

Position	Hours worked each week			Starting salary	Last salary		
Total years/months	From	/	/	To	/	/	No. of employees you supervised
Supervisor	Phone ()						
Specific duties							

Reason for leaving or considering change _____

OTHER EXPERIENCE

Employer _____

Address _____

Position	Hours worked each week			Starting salary	Last salary		
Total years/months	From	/	/	To	/	/	No. of employees you supervised
Supervisor	Phone ()						
Specific duties							

Reason for leaving or considering change _____

OTHER EXPERIENCE

Employer _____

Address _____

Position	Hours worked each week			Starting salary	Last salary		
Total years/months	From	/	/	To	/	/	No. of employees you supervised
Supervisor	Phone ()						
Specific duties							

Reason for leaving or considering change _____

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation or omission and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation, omission, or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I authorize my current or former employers and all schools or educational and technical institutions which I have attended to provide Pierce County representatives any information regarding my current or former employment, scholastic records or ratings. I hereby release and hold harmless any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts.

I am willing to submit to a pre-employment physical examination, including controlled substance testing, if required.

I understand that as a condition of employment I must provide documentation to demonstrate authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

Signature of Applicant

Date

REFERRAL SOURCE

Check all that apply:

- Newspaper: Name _____
- Pierce County Job Information Line
- Internet – Pierce County Website
- Internet – Other: Identify _____
- Job Fair: Name _____ Location _____
- Word-of-Mouth
- Announcement in Pierce County Human Resources Office
- Public Access Television
- County Employee
- Other: Identify _____